

EXAMPLE Documentation for Commercial Preliminary Audits

To Allocate Money for a Commercial Audit Property...

1st..... Submit a Commercial Property Cover sheet with the below information by: clicking the Button
“Click to Allocate Funds for a Rating or Audit”
or e-mail to allocatehero@empowerlouisiana.org

SUBMIT EACH COMMERCIAL PROPERTY
ALLOCATION REQUEST IN A SEPARATE E-MAIL
This will allocate funds for a specific property

2nd..... A CO# will be assigned to the property within 48 to 72 hours and e-mailed back to you.
The CO# assigned to the property must be included in the preliminary and final audit documentation when they are submitted

EmPower Louisiana		HERO Cover Sheet	
CO #		Existing Commercial Retrofit	
1 Open Application/14 Day Funds Obligation		2 Preliminary Audit (6 Month Obligation)	
Rated Property		Rebate Amount	
Zip	70001	1 Enter As-Is annual electrical usage	kWh
City	New Orleans	2 Enter As-Is annual gas usage	therms
State	Louisiana	3 Convert therms to kWh (line 2 x 29.3)	kWh
Street	987 Example Street	4 Enter proposed annual electrical usage	kWh
Parish	Orleans	5 Enter proposed annual gas usage	therms
Rater/Auditor		6 Convert therms to kWh (line 2 x 29.3)	kWh
Rater SSN/VIN#	123-45-6789	7 Annual Savings (line 1-3) minus (line 4-6)	kWh
Rater Name	Joe Auditor	8 15 year savings (line 7 x 15)	kWh
Rater Ph. #	504-111-1111	9 Potential Rebate (line 8 x 0.01)	
Rater email	joe_rater@haha.find	10 Target Rebate	
Applicant Mailing Address (for rebate check)		If line 9 is less than \$5,000 enter the value on line 9, otherwise enter \$5,000	
Applicant Name	Joe Smith	3 FINAL Audit	
Applicant ID		Rebate Amount	
Zip		1 Enter As-Is annual electrical usage	kWh
City		2 Enter As-Is annual gas usage	therms
State		3 Convert therms to kWh (line 2 x 29.3)	kWh
Street		4 Enter improved annual electrical usage	kWh
Parish		5 Enter improved annual gas usage	therms
phone		6 Convert therms to kWh (line 2 x 29.3)	kWh
Rating Software		7 Annual Savings (line 1-3) minus (line 4-6)	kWh
Name	VisualDOE	8 15 year savings (line 7 x 15)	kWh
Version		9 Potential Rebate (line 8 x 0.01)	
Utility Provider		10 Target Rebate	
Company		If line 9 is less than \$5,000 enter the value on line 9, otherwise enter \$5,000	
Meter #		1. natural gas or propane	
Gas / Propane	/		
Electric	/		

Required Documents	Preliminary	Final
HERO Cover Sheet	✓	✓
Tax Letter	✓	—
W-9	✓	—
New ENERGY STAR® HVAC Eq	—	✓
New NON-ENERGY STAR® HW#	—	✓
SHPO Form	—	✓
Visual DOE Electrical Use Summ	✓	✓
Visual DOE Fuel Use Summary R	✓	✓
Visual DOE Energy Cost Summa	✓	✓

To Submit a Preliminary or Final Audit for a Commercial Property...

1st..... After conducting the preliminary audit, fill out all of the documentation described in this guide as per the included examples.

After conducting the final audit fill out all of the documentation described in the Commercial Property Final Example Guide as per those included examples.

2nd..... To submit either a preliminary or final audit under the EmPower Louisiana HERO Program, either click the Button on this site titled “Click to Submit a Rating or Audit Under HERO” or e-mail to: submithero@empowerlouisiana.org

Will be automatically assigned when funding is requested for a specific property

Fuel Use Summary

Electrical Use Summary

HERO Cover Sheet
Louisiana

CO#9586789

Existing Commercial Retrofit

1 Open Application/14 Day Funds Obligation 2 Preliminary Audit (6 Month Obligation)

Rated Property

Zip 70001
City New Orleans
State Louisiana
Street Address 987 Example Street
Parish Orleans

Rated Auditor

Rated SSN/IN# 123-45-6789
Rated Name Joe Auditor

Rated Ph. # 504-111-1111
Rated email joe_rater@haha.find

Applicant Mailing Address (for rebate check)

Applicant Name Joe Smith
Applicant ID 567-45-4545
Zip New Orleans
City Louisiana
State 555 Check Street
Street Address Orleans
Parish 504-999-9999
phone

Proposed Rebate Amount

1 Enter Ap-1's annual electrical usage 103,336 kWh
2 Enter Ap-1's annual gas¹ usage 4,934 therms
3 Convert therms to kWh (line 2 x 29.3) 144,566 kWh
4 Enter proposed annual electrical usage 491,348 kWh
5 Enter proposed annual gas¹ usage 4,318 therms
6 Convert therms to kWh (line 5 x 29.3) 126,517 kWh
7 Annual Savings (line 1+3) minus (line 4) 20,037 kWh
8 % Savings 10% min 8.08%
9 15 year savings (line 7 x 15) 300,552 kWh
10 Potential Rebate (line 8 x 0.07) \$3,006
11 Target Rebate \$3,006
If line 9 is less than \$5,000 enter the value on line 9, otherwise enter \$5,000

3 FINAL Audit

Rebate Amount

1 Enter Ap-1's annual electrical usage kWh
2 Enter Ap-1's annual gas¹ usage therms
3 Convert therms to kWh (line 2 x 29.3) kWh
4 Enter proposed annual electrical usage kWh
5 Enter proposed annual gas¹ usage therms
6 Convert therms to kWh (line 5 x 29.3) kWh
7 Annual Savings (line 1+3) minus (line 4) kWh
8 % Savings 10% min
9 15 year savings (line 7 x 15) kWh
10 Potential Rebate (line 8 x 0.07) kWh
Target Rebate
If line 9 is less than \$5,000 enter the value on line 9, otherwise enter \$5,000

Required Documents

	Final	Final
HERO Cover Sheet	✓	✓
Tax Letter	✓	—
W-9	✓	—
New ENERGY STAR® HVAC Equipment Form	—	✓
New NON-ENERGY STAR® HVAC Equipment Form	—	✓
SHPO Form	—	✓
Commercial Performance	✓	✓
Visual DOE Electrical Use Summary	✓	✓
Visual DOE Fuel Use Summary Report	✓	✓
Visual DOE Energy Cost Summary Report	✓	✓

Notes

List of all documents submitted with a Commercial Property Preliminary

Where Check will be mailed. Can be different than Rated Address. (Info from W9)

Rating Software Name VisualDOE
Version 4.1
Utility Provider Company Meter #
Gas / Propane Entergy / 42T-JU67811
Electric Entergy / 458/PPT-458

1. natural gas or propane



HERO Program Tax Letter

CO# **CO#9586789**

Dear HERO Participant,

Congratulations on your decision to participate in the HERO Program. Whether you are participating in the **New Homes**, **Existing Homes**, or **Existing Commercial Retrofit** program, your participation will benefit you in saved utility bills and greater comfort long after any rebate that you receive for making your home or commercial building more energy efficient is gone.

Participation Guidelines

Participation in the HERO program is governed by the guidelines for each program and the accompanying ARRA Requirements. By signing this letter you are agreeing to abide by the stated guidelines and requirements:

- EmPower Louisiana HERO–**New Homes** Program Guidelines
- EmPower Louisiana HERO–**Existing Home** Program Guidelines
- EmPower Louisiana HERO–**Commercial Buildings Retrofit** Program Guidelines
- EmPower Louisiana HERO–**ARRA Requirements**

Rules, guidelines, and procedures for the HERO Program are subject to change without notice. The guarantee that your home or commercial building will be processed under the program only occurs once the HERO Program receives a preliminary rating for your home or commercial building, as submitted by a HERO-Certified Energy Rater or Energy Auditor. Your rebate will be based upon the guidelines that are in place at the time that the HERO Program receives your preliminary rating or audit.

Rebates are Taxable

All rebate amounts currently will be taxable although we have applied to the IRS for a declaration that this award be nontaxable. Should the IRS reverse their decision on taxing this cash rebate, you will not receive a 1099 for this rebate amount in the upcoming tax season. Please save this notification with your tax information for the upcoming tax season. For complete guidelines and additional information for the HERO Program website (<http://www.EmPowerLouisiana.org>) or contact the HERO program hotline at 1-877-319-1368.

Consent to Audit

By participating in this program you consent to a possible follow up rating/audit within a three year period from the time of the rebate check date. You will be notified in advance, to schedule a time at your convenience, should your home/commercial building be randomly selected for such an audit. Thank you for your participation.

Joe Smith

Participant Full Name

Joe Smith

Participant Signature

4/23/10

Date

987 Example Street

Rated/Audited Property Address

New Orleans,

City

LA

State

70001

Zip

Filled out by the homeowner

Submitted by the RATER

Form W-9

Name of the Person submitting the W - 9

ONLY ONE PERSON'S NAME SHOULD BE HERE AS IT OFFICIALLY APPEARS IN CONNECTION WITH THE PROVIDED SSN -

not Jonathan and Mary Doe

For businesses - a person's name does not have to be provided HERE (unless sole proprietor)

BUT SOME ONE MUST SIGN IT HERE

PLEASE PRINT NAME LEGIBLY AFTER

If for a business fill in this blank

If for an individual leave this blank

Check the appropriate box here

Address where CHECK is to be sent

If furnishing a SSN fill it in HERE

If furnishing a EIN fill it in HERE

Individual Signs it - Prints the name that is signed next to it - and dates it HERE

Form W-9 (Rev. November 1999) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give form to the requester. Do NOT send to the IRS.
Name of the person or you changed your name, see Specific Instructions on page 2.) Joe Smith				
Business name, if different from above. (See Specific Instructions on page 2.) "We Stock Anything" Hardware				
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>				
Address (number, street, and apt. or suite no.) 987 Example Street City, state, and ZIP code New Orleans, LA 70001				
Part I Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.		Social security number 567-45-4545		
OR		Employer identification number 72-123456		
Part II For Payee Exempt From Backup Withholding (See the instructions on page 2.)				
Part III Certification				
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply for mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)				
Sign Here	Signature Joe Smith	Joe Smith	Date 3/23/2010	
Purpose of form: A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you acquired, or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9, if you are a U.S. P (including a resident alien), to give the correct TIN to the person requesting request and, when applicable, to: 1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued). 2. Certify you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are an exempt payee. If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-8. Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.				
What is backup withholding? Persons: 1. If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if: 1. You do not furnish your TIN to the requester, or 2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or 3. The IRS tells the requester that you furnished an incorrect TIN, or 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or 5. You did not certify in the requester's form that you are not subject to a penalty of \$50 for each such failure unless your failure is due to a reasonable cause and not to willful neglect. Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. Criminal penalty for falsifying information. Willfully falsifying certification or affirmations may subject you to criminal penalties including fines and/or imprisonment. Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.				

Although there is no space provided for it on the form - provide the phone # of the (individual / business) and (parish) Being mailed to HERE

Ph # (504 999 - 9999 Orleans Parish

CO # **CO#9586789**

HERO
Commercial Performance

Rated Property

Zip	70001
City	New Orleans
State	Louisiana
Street	987 Example Street
Parish	Orleans

Suggested Improvement Option	Existing Values	Proposed Option	Actual
Lights			
Equipment			
Cooling	8.5 EER	14 EER	
Infiltration			
Heating			
Hot Water	60% AFUE	72% AFUE	
Lighting Power Density			
Equipment Power Density			
Windows/Film			
Ceiling/Wall Insulation			
Other			

Notes

HERO Certified Energy Auditor OR Engineer (P.E. March/April Applicant)

☒ HERO Auditor ☐ Engineer ☐ Auditor

Joe Rater

Name License # P.E. Blanket

Joe Rater 1/25/10

Blank on
Preliminary

Signature Date Signature Date

Notes: Every effort has been made to provide accurate information on this form based on the professional judgement of the Energy Auditor at the time of the rating. No warranty as to specific energy performance is expressed or implied by the information on this form. 1. Applicant signature required only for final rating.

Project Information

Name: ~~Customer~~ Joe Smith
Address: 987 Example Street New Orleans, LA 70001
Description: "We Stock Anything" Hardware
Analysis done by: mwb @ LDNR, Technology Assessment Division
Weather File: Cz04rv2
Project File: c:\documents and settings\ladnr\desktop\buddys folder\sample project.gph
Calculation Engine: DOE-2.1E-119

Electrical Use Summary

Alternative	Lights	Equipment	Cooling	Fans	Total
Electrical End-use Totals (kWh)					
Base Case	73,637	6,818	14,210	8,671	103,336
Alternative one	73,637	6,818	12,222	8,671	101,348
Incremental Electrical Savings (kWh) (compared with previous alternative, negative savings represent increases)					
Alternative one	0	0	3,480	0	1,988

**This Report produced by
Visual DOE Software**

Fuel Use Summary

Alternative	Heating	Hot Water	Total
Fuel End-Use Totals			
Base Case - Natural Gas (Therm)	4,034	900	4,934
Alternative one - Natural Gas (Therm)	3,418	900	4,318
Incremental Fuel Savings (compared with previous alternative, negative savings represent increases)			
Alternative one - Natural Gas (Therm)	998	0	616

**This Report produced by
Visual DOE Software**

Energy Cost Summary (\$/y)

Alternative	Total Electric	Total Fuel	Total Utility	Incremental First Cost	PV Life Cycle Cost*
Total Energy Cost (\$/y)					
Base Case	\$11,367	\$3,266	\$14,633	\$0	\$182,360
Alternative one	\$11,140	\$2,950	\$14,001	\$0	\$175,248
Incremental Energy Cost Savings (\$/y) (compared with previous alternative, negative savings represent increases)					
Alternative one	\$227	\$316	\$632	\$0	\$7,112

* 20 year life cycle w/ 5% discount rate.

**This Report produced by
Visual DOE Software**